



STATE OF IDAHO

DEPARTMENT OF AGRICULTURE

JAMES E. RISCH
Governor
PATRICK A. TAKASUGI
Director / Secretary

MEMORANDUM

TO: Commercial Feed Registrants and Distributors

FROM: Idaho State Department of Agriculture, Division of Plant Industries, Commercial Feed & Fertilizer Section

RE: Feed Tonnage and Inspection Fee Reports

DIRECTIONS:

- Review the enclosed **State of Idaho Commercial Feed Tonnage and Inspection Fee Report**.
- Both the feed registration and the tonnage report are sent to the *same* company address. Please forward this tonnage reporting form to the appropriate division and individual within your company for completion.
- Please make corrections to company contact information only if this change also applies to a change of product registration contacts.
- If all products sold and distributed by your company are packaged in less than or equal to ten-pound packages, you are exempt from filing a tonnage report, however, please contact our office immediately so that corrections to the database can be made promptly.
- The Commercial Feed Tonnage and Inspection Form and the tonnage payment are due to be submitted to the Department of Agriculture within 30 days of the end of the reporting period. Any reports or payments postmarked more than 30 days after the end of the reporting period accrue an additional minimum late fee in the amount of \$25.00 or 10% of the tonnage fee, whichever is greater.
- Review the **Tonnage Inspection Fee Payment Information*** below to determine which feeds and feed ingredients are exempt. Do not report or pay tonnage fees on exempt products such as unmixed whole seeds, for example.
- **If your company claims an exemption from tonnage fees that are being paid by a third party, you must complete the enclosed Exempt Tonnage Form and attach it and a copy of a signed contractual agreement with the third party to your tonnage and inspection report form. If no such contractual agreement is attached, your company is responsible for the payment of the tonnage and inspection fees owed.**
- **If your reported tonnage is zero**, the completed report and the minimum fee of five dollars (\$5.00) must be submitted within 30 days of the end of the reporting period or a late fee of \$25 will be charged.
- Complete, sign and date the tonnage report and return the original tonnage report, the payment (payable to the Idaho Feed Inspection Fund) and documentation for exemptions claimed to:

**Idaho State Department of Agriculture
Feed and Fertilizer Section
P.O. Box 790
Boise, Idaho 83701.**

AVOID COMMON ERRORS:

- Please return the *original* form to our office and keep a copy for your files.
- Complete the report, providing the company information, and pay the amount due or the minimum five dollar (\$5.00) fee even if the reported tonnage is zero.
- **If your product does not fit into a specified category, use the miscellaneous category** (e.g. wild bird food).
- A product is either a formula/finished feed or a feed ingredient, *but not both*.

Please be aware that incomplete reports will delay the processing of your report and become subject to late fees.

*TONNAGE INSPECTION FEE PAYMENT INFORMATION

1. A tonnage fee **is due** to be paid by your company on all feed ingredients and finished feeds sold by your company to end-users, unless specifically exempted by law (see below).
2. A tonnage fee **is not due** on sales of **feed ingredient(s)** sold to other registrants who are paying the tonnage fee associated with the finished feeds they manufacture and sell, as evidenced by the attachment of a copy of the signed Contractual Agreement.
3. A tonnage fee **is due** for any **formula/finished feed** packaged in sizes over 10 pounds or sold in bulk. Final responsibility for the payment of tonnage fees lies with the **product registrant** regardless of who it is sold to.
4. A tonnage report and at least the **minimum fee of \$5.00** must be submitted for each quarter and is **subject to late fees**.
5. Please be aware that the Idaho State Department of Agriculture (ISDA) does have the authority to audit tonnage records. **Records that verify the number of tons reported and the number of tons exempted from payment must be maintained by your company for review as needed.**

EXEMPTIONS:

1. Unmixed whole seeds and physically altered entire unmixed seeds, when such whole or physically altered seeds are not chemically changed or are not adulterated are exempt from registration. Nothing has been added to or subtracted from the product, none of its constituent parts have been modified, and the product is easily recognizable. This would include, but is not limited to such things as whole or cracked corn, whole or dry rolled wheat, oats or barley.

NOTE: Steam rolled oats, barley and other grains experience a chemical change by steaming and therefore are *not included under this exemption and must be registered*.

2. Seeds mixed and planted as such mixture, grown and harvested as one crop and processed as one mixture (such as mixed grain).

3. All hay except commercially dehydrated legumes and grasses.

NOTE: The AAFCO definition of hay recognizes that hay is often “cut and cured” for animal feeding. **Hay cubes and hay pellets undergo further processing; therefore, they are not included under this exemption and must be registered.**

NOTE: Silage inoculants and hay inoculants introduce bacteria to speed fermentation, lower pH, and retain nutrient value. Although silage and hay may not be regulated as commercial feeds, **silage inoculants and hay inoculants are regulated as feeds**. (See Statements for Uniform Interpretation and Policy #23 on page 179 of the 2003 AAFCO Official Publication for further clarification.)

4. Whole or ground straw, stover, silage, cobs, hulls, husks, wet beet pulp, pea screenings and beet discard molasses *when not mixed with other materials*.

NOTE: When other ingredients are added to these products, including if they are *pelleted*, which is often the case with soybean hulls, the exemption is no longer in effect and registration is required.

If you have any additional questions or concerns, please call (208) 736-2195 or visit the website at www.idahoag.us to view the Idaho Commercial Feeding Stuffs Law, Title 25, Chapter 27, Idaho Code, and Rules, IDAPA 02.06.02.



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COMMERCIAL FEED TONNAGE AND INSPECTION FEE REPORT

For the Reporting Period of:
(select one)

January 1 – March 31, 200____ (due April 30)
April 1 – June 30, 200____ (due July 31)
July 1 – September 30, 200____ (due October 31)
October 1 – December 31, 200____ (due January 31)

ISDA Use Only:

Date Received _____

Check Number _____

Amount \$ _____ *Company No.* _____

I, the duly authorized representative or agent for _____ (registrant/company name), hereby solemnly swear or affirm that during the period covered by this report, the registrant sold / distributed commercial feeds in Idaho on which an inspection fee is due and payable as detailed below.

Signature Company Official _____ Printed Name _____ Date _____

Phone # (_____) _____ Fax # (_____) _____ Email _____

If this registrant DOES NOT REGISTER ANY commercial feeds in packages of greater than 10 lbs, please contact this office.

Location of Plant: _____ **List CITY, STATE & COUNTRY** _____ **Total Tons (Each Plant)** _____

(List the name & address of manufacturer or mill if different than the Registrant)

1. _____
2. _____
3. _____
4. _____

TONNAGE GRAND TOTAL OF ALL FEEDS (INCLUDING EXEMPT TONNAGE) SOLD _____

(Subtract) Tons sold in packages of 10 pounds or less (include on reverse side) _____

(Subtract) Other Exempt Tonnage (do not include on reverse side) _____

(Example: feed tonnage paid for by a third party. If you claim this exemption, type of feed and number of exempt tons must be entered on the enclosed Exempt Tonnage Form and confirmed by a contractual agreement with the third party.)

Total Commercial Feed Tonnage sold (Total Formula/Finished Feed + Feed Ingredients
Excluding Feeds in ≤ 10 lbs Packaging and Other Exempt Tonnage) = _____

Inspection Fee Due: (Total Commercial Feed Tonnage X \$0.20, **MINIMUM FEE \$5.00**) \$ _____

Late Fee Due: (postmarked **more than 30 days past due date**; 10% of ton. fee, but **not less than \$25.00**) \$ _____

Total amount enclosed \$ _____

IMPORTANT

Please see memo for instruction on reporting Feed Ingredients and Formula/Finished Feeds. **List exempt tonnage sold in packages of 10lbs or less here and on the front of this page only if your company sells individual products in both weight categories.** You must list exempt tonnages on the enclosed **Exempt Tonnage Form** and attach a written confirmation from that third party to this document. (DO NOT LIST ON THIS FORM) Report each ton in only one category. If you need assistance in completing this form, please call (208) 736-2195

FORMULA/FINISHED FEED

Class of Feeds	Number of Tons	Number of Tons	
1. Broiler Feeds.....	_____	9. Swine Feeds.....	_____
2. Fish Feeds.....	_____	10. Sheep Feeds.....	_____
3. Turkey Feeds.....	_____	11. Mineral Feeds.....	_____
4. Starter-Grower (Egg-Type)	_____	12. Horse Feeds.....	_____
5. Layer-Breeder (Egg-Type) .	_____	13. Pet Foods.....	_____
6. Beef Feeds.....	_____	14. Rabbit Feeds.....	_____
7. Calf Feeds.....	_____	15. Miscellaneous.....	_____
8. Dairy Feeds.....	_____		
(A) Total "Formula/Finished Feed"		_____	

FEED INGREDIENTS

Type of Ingredient	Number of Tons	Type of Ingredient	Number of Tons
1. Alfalfa Products	_____	15. Milk Products	_____
2. Animal Products	_____	16. Mineral Products	_____
3. Barley Products	_____	17. Cane Molasses	_____
4. Beet Products	_____	18. Oat Products	_____
5. Brewers Products	_____	19. Peanut Products	_____
6. Citrus Products	_____	20. Rice Products	_____
7. Cottonseed Products	_____	21. Rye Products	_____
8. Distillers Products	_____	22. Non-Protein Nitrogen	_____
9. Fats & Oils	_____	Products	_____
10. Grain Sorghum Products	_____	23. Vitamin Products	_____
11. Lespedeza Products	_____	24. Soybean Products	_____
12. Linseed & Flax Products	_____	25. Wheat Products	_____
13. Maize Products	_____	26. Miscellaneous Products*	_____
14. Marine Products	_____		
(B) Total "Feed Ingredients"		_____	
Total Commercial Feed Tonnage (A + B)		_____	

*Wherever possible, when a formula/finished feed or ingredient becomes greater than 5% of the miscellaneous, then list it as a category: Horse Feed, Calf Feed, Scratch Grain, Pet Food, Alfalfa Products, Animal Products, etc.

For more information, please call:

**(208) 332-8625 Boise Office or
(208) 736-2195 Twin Falls Office**

Please return the completed form and payment to:

**Idaho Department of Agriculture
Feed and Fertilizer Section
PO Box 790
Boise, ID 83701-0790**

FEED TONNAGE: EXEMPTION FROM PAYMENT REPORTING FORM

Please use this form or an ISDA approved company-generated form to report exemptions from feed tonnage fees due. See "Directions" on the Memorandum for requirements for claiming exemptions from tonnage fees. Feed Rules and Laws may be viewed at www.idahoag.us. **Do not** include the amounts shown on this attachment on the back side of the tonnage reporting form, only include them in the space provided on the front of the form under "(Subtract) Other Exempt Tonnage." This form or an ISDA approved company-generated form must be completed and signed by the company official in order to claim exempt tonnage. **A copy of the contractual agreement for each company listed must be attached to this form. The contractual agreements must state an effective date and an expiration date.**

RESPONSIBLE COMPANY NAME	ADDRESS	PHONE NUMBER	IDAHO REGISTRA- TION NO.	TYPE OF FEED OR FEED INGREDIENT	NUMBER OF TONS SOLD
TOTAL TONS EXEMPTED:					

I, a duly authorized representative or agent for _____ (registrant name), hereby solemnly swear or affirm that during the period covered by the attached tonnage report, the above named registrant is claiming an exemption from payment for the tonnage amounts listed above. These exemptions are requested based on a written contractual agreement between the registrant and the company(s) listed above.

Registrant Name: _____

Phone No: _____

Title: _____

Fax No: _____

Printed Name: _____

Email: _____

Signature: _____

Date: _____

EXAMPLE ONLY – CONTRACTUAL AGREEMENT
EXACT FORMAT AND/OR WORDING NOT REQUIRED

[Date]

[Responsible Company Name]

[Responsible Company Address]

Dear Sir or Madam:

Please be advised that [Your Company Name] is obligated to report tonnage and pay Tonnage Inspection Fees to the Idaho State Department of Agriculture on all feeds distributed in Idaho except in cases where another party has accepted the responsibility in a written contractual agreement.

[Responsible Company Name] is currently identified as a customer who is responsible for reporting and paying Tonnage Inspection Fees to the State of Idaho. If you would like to continue reporting and paying your own Inspection Fees, please sign the written notification below and return to [signers name], [Your Company Name]. This agreement will become Null and Void if [Responsible Company Name] does not maintain current registration status with the Idaho State Department of Agriculture or through your written cancellation of this agreement.

Please note that if this notification is not signed and returned to [Your Company Name], we will begin invoicing you for the Tonnage Inspection Fees due.

If you have any questions or concerns regarding this notification, please feel free to contact your [Your Company Name] representative at [phone number].

Sincerely

[Signers Name]

[Your Company Name]

[Responsible Company Name] Idaho Registration Number _____ will be responsible for reporting and paying our own Tonnage Inspection Fees to the State of Idaho. We understand this requires us to be a Commercial Feed Registrant with the State of Idaho and to submit a 'Commercial Feed Tonnage and Inspection Fee Report' and remit appropriate Inspection Fees on a quarterly basis to the Idaho State Department of Agriculture.

Name of Authorized Agent

Telephone Number: _____

Signature of Authorized Agent

Fax Number: _____